CODE ENFORCEMENT AGENCY

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Residential Building Permit Application

Helpful Guideline – 2021 nternational Residential Code (IRC)

For Projects Submitted in 2026

Welcome & Congratulations!

On behalf of your community and the Code Enforcement Agency (CEA), congratulations on beginning your residential construction project! This guide is designed to help you successfully navigate the **Residential Building Permit Application** process in accordance with the **Commonwealth of Pennsylvania Uniform Construction Code (PA UCC)** and the **2021 IRC**.

Our goal is to help you avoid delays and ensure your project meets all safety and code requirements from the start. A PA UCC Residential Permit can only be issued when all items are properly detailed on submitted residential plans and attached to your application.

Steps to Apply for a Residential PA UCC Building Permit

1. Prepare Your Application- Must be LEGIBLE and properly detailed.

- Include **detailed construction plans**, **site plans**, and all relevant documentation.
- Ensure compliance with **local zoning laws** and **2021 PA UCC building codes**.
- Submit a **legible, signed application** with **Worker's Compensation** documentation or a **notarized waiver**.

2. Submit Your Application

- Submit in person at your local municipal office or online (if available).

3. Plans Examination

- Your application will be reviewed for code compliance. This may take up to **15 business days**.
- If your plans fail, you'll be notified. **Resubmissions must be made within 30 days** of notification.

4. Inspections

- Schedule inspections at key stages of construction.
- **Approved plans must be onsite** throughout the project for reference by Building Inspectors.

5. Final Approval

- A final inspection will be conducted upon project completion.
- If compliant, you'll receive a **Certificate of Occupancy or Completion** (from your jurisdiction).

Note: Professional drawings by a Pennsylvania Architect or Engineer are **not required** unless specified by code or requested by the Building Code Official. If you cannot accomplish a proper residential plan for review, consider a assistance by a Design Professional.

Residential Plan Review – Common Failure Points

To help avoid delays, please ensure your submission includes the following:

New Construction / Additions / Single-Family or Duplex Projects- Decks & Balconies

Complete, legible drawings with:

- • Proper layout and dimension details of the proposed (must include elevations from grade.)
- Additions: How is it attached to the primary structure?
- • Footing, foundation, framing (including side wall) details.
- • Slab details & information (if applicable).
- • Any bearing details required for load sections (headers etc).
- • Fastener, bracing, strapping or securing method information.
- • Proper separation details for fire separation (where required)
- • Window & Door details (especially for sleeping quarters)
- • Stairwell and Step dimensions and details (handrails)
- • Insulation, wallboard and flashing details (R/U value)
- • Res -check or energy alternative for energy compliance
- • Mechanical, plumbing and electrical details (if applicable)
- • Proper smoke & carbon monoxide detections (if applicable)
- • Any barrier or protective devices (fence) details (handrails)
- • Roofing method & details including ice shield. (Truss, flat, rafter etc..) TRUSS roof requires an engineered stamped design at application.

A **construction narrative** is helpful. Material lists, contracts, or receipts are **not** considered narratives. HELPFUL Hint!! Go to: https://codes.iccsafe.org/content/IRC2018P7 for codes.

Additional Information Guide – MEP Submissions

If your plan review was flagged for missing **Mechanical, Electrical, or Plumbing (MEP)** details, please include:

Mechanical

- Type of system: Gas, Electric, Wood, Propane, Oil, Coal
- Ductwork: Supply/return sizing, sealing methods
- Venting/exhaust: Bathrooms, kitchens, fireplaces, furnaces
- HVAC contractor name

Plumbing *(Outside Allegheny County)*

- System type: PEX, PVC, CPVC, ABS, Copper
- Sanitary or septic system
- Rough-in test method
- Venting and line sizing
- Backflow preventers, mixing valves, pressure valves
- Hot water tank location, type, and size
- Plumbing contractor name

Electrical

- Service panel size: 100, 150, 200, 400 Amp
- Above/underground service, subpanels
- Wire types and sizes
- Grounding and bonding methods
- Panel location
- Required outlets, lighting, detectors (GFCI, AFCI, CO)
- Additional loads: EV chargers, pools, hot tubs, welders
- Electrician and utility provider name
- Electrical work order number (from utility)

Important Reminders

- The **Building Department cannot assist with design**, material selection, or load calculations.
- We **cannot refer contractors or design professionals**.
- Only **submitted, code-compliant documentation** can be approved.
- **Incomplete or illegible applications will delay approval.**

We're Here to Help

CEA is committed to supporting your project with:

- Code compliance guidance
- Inspections
- Educational resources

Please contact us with any questions regarding code requirements. We look forward to helping you build safely and successfully!

Go to: https://codes.iccsafe.org/content/IRC2018P7
ICC Residential Code

Energy: https://www.energycodes.gov/rescheck